



## GOVERNOR'S COORDINATING OFFICES

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Crime Prevention, Youth, & Victim Services • Small, Minority, & Women Business Affairs  
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# Victims of Crime Act (VOCA) Victim Assistance Grant Program White Paper Solicitation

**Third Year Continuation Only for the October 2020 - September 2021 Award Cycle**

**Due Date: August 14, 2020**

## I. Summary

The Governor's Office of Crime Prevention, Youth, and Victim Services (Office) announces the solicitation of white papers for the Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (CFDA 16.575) from the Department of Justice, Office for Victims of Crime (OVC) for third-year continuation funding. In lieu of the Notice of Funding Availability (NOFA) process, the Governor's Office of Crime Prevention, Youth, and Victim Services is accepting abbreviated applications in the Grants Management System (GMS) from current eligible entities through this White Paper Solicitation. The award period is October 1, 2020 - September 31, 2021.

**Note: Unobligated funds from current Year 2 awards cannot be carried over to Year 3. Additionally, no-cost extensions are not allowed for current awards.**

## II. Eligibility (Who may apply):

### **Current VOCA regular cycle sub-recipients only.**

Regular cycle VOCA subrecipients that received an award on October 1, 2019 can apply for a third year of continuation funding beginning October 1, 2020, equal to the level of grant-funded personnel in the current award budget plus an additional 10% in funds if the subrecipient is in good standing and the program is demonstrating positive outcomes. Note, grant-funded personnel can be in either the personnel or contractual budget categories, and personnel covered by matching funds are not included. Subrecipients are allowed to apply for funding to support any allowable budget items, up to 110% of their current grant funded personnel funding. Subrecipients have the flexibility to retain personnel, or shift that resource to address another important need. The additional 10% in funding may also be used to assist with these needs. **The total request in this application may not exceed 110% of grant funded personnel costs in the current VOCA award.**

Current VOCA subrecipients will be required to submit an abbreviated application in the GMS as outlined in section VIII below. A complete list of allowable VOCA direct service/activity costs may be found in the most recent [VOCA NOFA](#). The list in the NOFA is not exhaustive. The Governor's Office of Crime

Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion. **Any expense that is already being charged to a Federal CARES Act program related to the COVID-19 pandemic is unallowable under the VOCA third year continuation funding cycle. This includes any payroll costs paid for through a Paycheck Protection Program (PPP) loan.**

**Sustainability: As Federal funds continue to fluctuate and decrease, the Office strongly recommends that sub-recipients develop a sustainability plan that incorporates collaboration with other partners.**

The Governor's Office of Crime Prevention, Youth, and Victim Services encourages cross-over, collaboration, and partnerships amongst direct service providers to sustain continuity of operations.

### **III. Priority Areas and Required Outcome Based Performance Measures**

**VOCA funds may only be used to provide direct services to crime victims.** Proposed services must respond to the emotional, psychological, or physical needs of crime victims, assist victims in stabilizing their lives after victimization, assist victims to understand and participate in the criminal and juvenile justice process, or restore a measure of security and safety for the crime victim. A complete list of allowable VOCA direct service/activity costs may be found in the most recent [VOCA NOFA](#).

Grantees will be required to track and measure program outputs and outcomes that directly support the Governor's Office of Crime Prevention, Youth, and Victim Services' objective of improving victim services for Maryland residents by identifying and establishing resources to assist victims in achieving self sufficiency, improving victim safety, and ensuring victims and the community are aware of their rights and resources. Data for this could be collected by the following means:

- Short surveys asking about the victim's experience relating to these measures (Awareness of Services and Resources)
- Number of victims given brochures, program attempts to conduct outreach or prevention services, etc. (Awareness of Services and Resources, Self-Sufficiency)
- Number of sessions conducted with victim/family/other providers or stakeholders i.e. counseling, intake, impromptu, court accompanying etc. (Safety/Self-Sufficiency and Awareness of Services and Resources)

The following outputs and outcomes will be required for all VOCA awards:

- Number of victims served.
- Number of victims who felt safer as a result of this program.
- Number of victims who felt more self-sufficient as a result of this program.
- Number of victims who felt more informed of the services available as a result of this program.
- Number of victims who felt more informed of their rights as a result of this program.

Please note the above list is not all inclusive of all potential outputs and outcomes that may be included in the final awards.

## IV. Award Period and Allocations

Estimated Dollar Amount Available: Approximately \$45 million in continuation funding.

Award Amount\*: Third year continuation funding beginning October 1, 2020, will be equal to the level of grant-funded personnel in the current award budget plus an additional 10% in funds. **Note, grant-funded personnel can be in either the personnel or contractual budget categories and personnel covered by matching funds are not included.** Agencies are allowed to apply for funding to support any allowable budget items, up to 110% of their current grant funded personnel funding. Agencies have the flexibility to retain personnel, or shift that resource to address another important need.

Please note the following details regarding the third year continuation funding:

- Calculations for personnel related expenses are based on original budgets awarded on October 1, 2019.
- The maximum award amount for each subrecipient is the amount of funding as of October 1, 2019. To this end, VOCA grants that funded 100% personnel are not eligible for 110% of their second year award amount.
- VOCA subrecipients with no personnel related grant expenses as of October 1, 2019 should reach out to Kimberly Herndon at [Kimberly.Herndon@maryland.gov](mailto:Kimberly.Herndon@maryland.gov) to determine the third year award amount.
- Any subrecipients who are disproportionately impacted by the modified third year continuation strategy should reach out to Kimberly Herndon at [Kimberly.Herndon@maryland.gov](mailto:Kimberly.Herndon@maryland.gov).

Period of Performance: October 1, 2020 - September 30, 2021

Notification: Subrecipients will be notified by September 15, 2020 of their award.

Award Conditions: The Governor's Office of Crime Prevention, Youth, and Victim Services will require submitting progress, performance measures (noted above), and financial reports, in addition to quarterly OVC Performance Measurement Tool (PMT) reporting required by the Office of Victims of Crime.

Matching Requirement: This program requires a 20% in-kind and/or cash match. For guidance on calculating the match please refer to the [match calculator](#) on the Governor's Office of Crime Prevention, Youth, and Victim Services' website.

## V. Deadline

**Successful submission of funding requests occur through the completion and submission of an abbreviated application in the GMS by the deadline of August 14, 2020.** Unobligated funds from the current award (Year 2) cannot be carried over to the next year's award (Year 3). No-cost extensions will not be granted.

## VI. Questions\*

Please contact Kimberly Herndon, VOCA Program Administrator, at [Kimberly.Herndon@maryland.gov](mailto:Kimberly.Herndon@maryland.gov) or Justice Schisler at [Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov). \*Please email staff due to the COVID-19 health crisis and remote work schedules.

Please refer to the [FY 2018 Victims of Crime Assistance \(VOCA\) grant program Notice of Funding Availability](#) for an overview of all the VOCA program requirements.

## VII. Resources

2 C.F.R.Part 200 requirements: [https://ecfr.io/Title-02/cfr200\\_main](https://ecfr.io/Title-02/cfr200_main)

Department of Justice Grants Financial Guide: <https://www.ojp.gov/funding/financialguidedoj/overview>

Priority areas are based on a [2016 VOCA needs assessment](#).

VOCA Federal Register - Final Rule:

<https://www.govinfo.gov/content/pkg/FR-2016-07-08/pdf/2016-16085.pdf>

OVC Performance Measurement Tool (PMT ): [ovcpmt.ojp.gov](http://ovcpmt.ojp.gov)

### **Governor's Office of Crime Prevention, Youth, and Victim Services Mission:**

To serve as a coordinating office that advises the Governor on criminal justice strategies. The Office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question [customer experience survey](#).

## VIII. Abbreviated Application Instructions/ Checklist

To assist applicants with applying for continuation funding, the Governor's Office of Crime Prevention, Youth, and Victim Services has provided the following application guidance for the FY 2020 VOCA Victim Assistance Grant Program. Please follow the information below to successfully submit a streamlined application for this funding opportunity.

GMS Section	Streamlined Response Permitted	Instructions for Completion
Face Sheet	No	Enter all required fields as instructed in the <a href="#">NOFA Application Instructions</a>
Project Summary	No	<p><b>Follow the NOFA summary template to fit your project:</b>            The ____ (Implementing Agency) 1 ____ (Title) 1 ____ program helps to ____ 2 in ____ 3. The program ____ 4 Program funds provide personnel, equipment, and training. 5  <b>OR</b> cut/paste the Year 2 summary if the project remains the same.</p>
<b>Application Narrative</b>		
Problem Statement/Needs Justification	Yes	Cut and Paste statement from Year 2 summary if the project remains the same <b>OR</b> make adjustments to tailor the project.
Program Goals and Objectives	Yes	Cut and Paste from Year 2 <b>OR</b> Provide a statement that conveys the goals of the program. Goals identify the program's intended short and long-term results. Identify specific objectives you wish to accomplish through implementation of the program. Objectives are specific, quantifiable statements of the program's desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure program performance.
Program Strategy	No	<p>Explain in some detail how the program will address the problem and accomplish the program goals and objectives. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the program. The strategy should be based on an underlying logic—i.e., a set of assumptions regarding the services the program provides, the impacts these services will have on the clients it serves, and the projected results within the community or the targeted population.</p> <p>The strategy should describe what the program proposes to do (e.g., education / training, case management, crisis intervention, group therapy, etc.)</p>
Program Measurement	Yes	Cut and Paste statement from Year 2 summary if the project remains the same <b>OR</b> make adjustments to tailor the project.
Timeline	Yes	Cut and Paste the following into this section: October 1, 2020 - September 30, 2021
Spending Plan	No	Detail the timeline for the implementation of each budget line item requested within the grant timeline of October 1, 2020 - September 30, 2021.
Management Capabilities	Yes	Provide a brief description of the agency's experience and achievements that qualify the agency to conduct the project. Clearly identify, by name and title, requested personnel. Indicate how all requested staff are currently funded (i.e., provide the entire budget for

		each position. If funded by more than one source, list percentages for each funding source).
Sustainability	Yes	Please describe in detail your sustainability plan that incorporates collaboration with other partners should this funding deplete in the future. The Governor's Office of Crime Prevention, Youth, and Victim Services encourages cross-over, collaboration, and partnerships amongst direct service providers to sustain continuity of operations.
Person Completing the Application	No	Provide the name, phone and email of the person completing the application.
<b>Budget Requirements</b>		
Budget	No	Enter all required fields and information as instructed in the <a href="#">NOFA Application Instructions</a> for each budget category. Budget totals must align with the eligible funding amount in the chart above. <b>Review the most recent <a href="#">VOCA NOFA pages 9-10 and Appendix A</a> for a list of Allowable/Unallowable Costs.</b>
Budget Justification	No	Enter all required fields and information as instructed in the <a href="#">NOFA Application Instructions</a> for each budget line item. Budget justification must align with the eligible funding amount in the chart above.
Budget Prioritization	No	Enter all required fields and information as instructed in the <a href="#">NOFA Application Instructions</a> for each budget line item. Budget prioritization must align with the eligible funding amount in the chart above.
<b>Other Application Requirements</b>		
<p>Follow the instructions in the <a href="#">NOFA Application Instructions</a> to complete the following:</p> <p>_____ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate</p> <p>_____ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration</p> <p>_____ Certified Assurances</p> <p>_____ Certification Regarding Lobbying</p> <p>_____ Audit Findings/Corrective Action Plan (if applicable)</p> <p>_____ Single Audit Requirements (if applicable)</p> <p>_____ Proof of 501 (c)(3) Status (if applicable)</p> <p>_____ <b><a href="#">*NEW* SUBRECIPIENT ORGANIZATIONAL CAPACITY QUESTIONNAIRE</a></b></p> <p>_____ <a href="#">Non-Profit Reimbursement Form</a> (if applicable)</p> <p>_____ <a href="#">Volunteer Waiver Form</a> (if applicable)</p> <p>_____ <a href="#">Match Waiver Form</a> (if applicable)</p>		